

## FINAL RECOMMENDATION

### Recommendation of the Action Plan Team: CORE Mission

**State of Issue #:** 5-11

**Recommendation #:** R-25

Summary:

Continue to post all hand-off material for instructional documents in downloadable form on the Internet.

Recommendation:

Strongly recommend to continue to post all hand-off text (student) material for instructional documents in a downloadable format from the Internet if available and technologically feasible. In order to adopt specific target dates, a more comprehensive study will be required and, at least in the short run, dedicated resources to undertake conversions of existing and newly developed materials from here forward. Special concern – by shifting away from pre-printed materials, NFA will have to accept that all such materials can be easily modified with the potential to lose the “national” model packages. Benefits and risks have to be weighed and accepted/rejected. Easy modification is also a plus for those customer agencies that need to adapt to specific needs. An example of such a need is for the world wide use by the fire protection training units of the armed services where regulations and geographic differences U.S. civilian/military personnel or foreign nationals are involved in emergency services delivery beyond the U.S. borders, i.e., a military base in Italy or Guam or Iceland, etc. Note – by uploading texts the burden of reproduction is shifted to the users and no longer borne by NFA – a 2-edged sword because many state/local users depend on student manuals being available at no charge deliveries become a shared cost between Feds, the States and the Locals under our current approach. By uploading, the bulk printing cost for NFA goes away, except NFA has indicated we may follow both tracks thus allowing users the option.

Background:

Given that the increased use of electronic format (i.e., paperless offices) is an initiative of the White House, such is a requirement anyway. A number of challenges need to be worked on in order to achieve. Namely, USFA/NFA cannot release Instructor Guides (that include exams and exam answer keys) as such compromises the process. Some process might be developed such that password protected access might be the long-term answer but such requires further study and considerable additional work. Another concern arises with regard to the graphics that support courses and especially issues of copyright restrictions common in many residential course printed materials. Lastly, there remains the

challenge of the class support visuals like video, large charts, construction blue prints, etc. and finding simple, inexpensive ways to accommodate.

1. Step(s) to Achieve: Determine suitability of existing print materials conversions, assure text graphics are suitable for transport into downloadable formats, etc.
2. Estimated Time Frame: One year/minimum
3. Estimated Cost: Post production conversions have costs associated with regard to staff/contractor workload.
4. Outcome: This will enhance the ability for our customers to have access to NFA courses over the Internet.

Conclusion:

The Core Mission Team supports the recommendation. This would provide for a better customer service. This will provide for an alternate way to receive courses when funds are not available or when customers are unable to be away for a long period of time. Accept that associated costs or impact or other production schedules will occur while conversions are undertaken.

Submitted by:

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APPROVED/Date

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DISAPPROVED/Date